



December 10, 2024

The City of Alexandria is requesting statements of qualifications from interested firms or design professionals to enter into a contract with the City for **ENGINEERING and SURVEYING SERVICES** for the City of Alexandria. The design professional will be selected for such work to be approved and the appropriate fee shall be negotiated.

Pertinent qualification information desired will at a minimum consist of:

- All work and services shall be performed in conjunction and accordance with current practices and standards adopted by the Louisiana State Board of Professional Engineers and Land Surveyors.
- Undertake engineering and technical investigations; preparation of reports, plan of actions, grant applications, etc. as instructed by the Mayor.
- Prepare reports, studies, plans of actions, surveys, plans and specifications and provide related technical services suitable for use by the administration for the intended purposes and to assist in protecting the interest of the City of Alexandria.
- Undertake topographic surveying services for the purposes of collecting geospatial information in order to conduct project feasibility and scoping for the design and construction of infrastructure improvements.
- Undertake surveying services for acquisition of servitudes, right-of-ways and property parcels.
- Prepare engineering reports offering engineering analysis of specific projects as well as assessing their feasibility; prepare construction cost estimates and scoping services; prepare construction plans and specifications; and provide engineering consultation as needed.
- Provide CAD drawings and/or details as required, in order to update City Engineering and Utility Services Departments.

Under the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org. Good faith compliance with the City's AFEAT Program will be a consideration during the evaluation of responses. Evidence of good faith compliance and/or letters of engagement with potential subcontractors shall be submitted with the RFQ response.

Selection Factors

Proposals will be scored out of 100 total points based on the following factors:

1. Experience of the firm or sub-consultant with similar work. **(35 points)**
2. Capacity of the firm to complete the work in a proper and timely manner given the firm's current workload, staff availability, resources, and commitment. **(25 points)**
3. Past experience on contracts with the City of Alexandria and/or past experience with similar professional services agreements with municipalities. **(30 points)**
4. Evidence of a good faith effort to comply with the City's AFEAT Program. **(10 points)**

The selection of Firm or Firms can be either on a single firm or multiple firm basis.

Qualification statements will be received until 12:00 P.M., January 3, 2025, Director of Utilities Office, 915 North Third Street, Alexandria, LA 71301 or emailed to marcus.connella@cityofalex.com.

Requests For Qualifications (RFQ) for Professional Engineering Services from a Licensed Professional Engineering Firm to advise, design and evaluate the Alexandria Utility System for regulatory compliance and system needs.

Questions:

Questions regarding this request shall be directed to the City of Alexandria (COA) at:

Marcus Connella
Utilities Director
(318) 449-5010
Marcus.Connella@cityofalex.com

Statements of Qualification:

Five (5) hardcopy statements of qualification and one (1) electronic copy must be received by the CoA by 12:00 p.m. on January 3, 2025. All copies of the statements must be plainly identified as "**ENGINEERING and SURVEYING SERVICES**" for the City of Alexandria and delivered or mailed to:

City of Alexandria
Attn: Mr. Marcus Connella, Director of Utilities
915 Third Street
Alexandria, LA 71301